

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Memorandum from the Assistant to the DD/I (Admin.)
Giving Comments on the Preliminary, Operating, and
Agency Budget Estimates

1. The subject memorandum was prepared at the request of the Budget Division in order that the various comments and suggestions by operating offices in the DD/I Area would be consolidated and formalized for use by the Budget Division in revising budget instructions. Prior to the request for this memorandum, verbal comments and suggestions were being given, many of which were duplicatory and consumed much time on the part of Budget Division personnel to explain that such questions had already been raised and would be taken care of.

2. Most of the items included in the memorandum had already been discussed with the DD/I personnel prior to the submission of this memorandum, and conclusions had been drawn as to how the matter would be handled. The inclusion of these items in the memorandum merely formalized the comments in accordance with the request from the Budget Division. Mr. [] and [] have discussed the remaining items, and they feel that a satisfactory agreement can be reached between them concerning any necessary changes in the budget instructions.

3. I wish to further point out that this memorandum was prepared prior to the Budget Officers' Conference [] One of the conclusions drawn by DD/I personnel attending the conference was that they had previously lacked a complete understanding and appreciation of many Agency-wide problems and, as a result, did not fully understand why items that did not pertain to their own operations were included in the budget instructions. This point and several others have apparently been cleared up. In addition, several of the DD/I personnel responsible for budget matters are now enrolled in the budget courses being sponsored by the Comptroller's Office. These courses are designed to develop a broader background

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